HInext Inc. Version 1.4.5.0

User Manual

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HINEXT INC.

HOBIC User Manual

Ver 1.4.5.0

Updated April 20, 2009

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1 HOBIC Foreword

The purpose of this manual is to provide users with an overview on how to navigate and access client information within the Health Outcomes for Better Information and Care web application. Users can access the HOBIC application to view assessments; compare results across assessment and access reports.

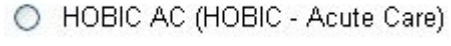
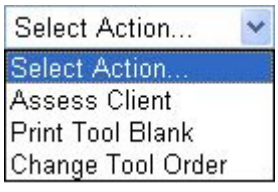
The application can be accessed on any computer with an internet connection as HOBIC is a web-based application.

1.1 How to use this manual

Icons used:

	Important information. This denotes information you should pay especially close attention to.
	Manager. This indicates information that is specific to users who have manager access privileges in the HOBIC database.

Terminology used:

Term	Example
Radio button. Used to describe a type of response that is denoted by a small circle preceding the description. The circle is clicked to select the response. Radio buttons always appear in a group and only one can be chosen from the group.	
Drop-down menu. A series of responses that remain hidden until the downward facing arrow on the right of the box is clicked on, causing the box to expand and reveal all choices. Use your mouse to choose the menu item (only one can be chosen).	

Button. A button in HOBIC is usually used for navigation or to submit information to the system. Simply click on the button and release to select it.	

This HOBIC User Manual includes screenshots of the application to assist you to navigate through HOBIC and how, in general, to use the HOBIC application. Practice, along with the User Manual, will be the best teaching approach to help facilitate learning.

Throughout this document the word ***client*** is used generically to describe individuals who receive care within the health care system.

1.2 Getting Started

This chapter will guide you through the logon and logoff processes. You will also learn some of the terminology used in HOBIC and how to navigate through HOBIC via the home page. You will need a web browser to access HOBIC and Adobe Acrobat Reader to view some of the features.

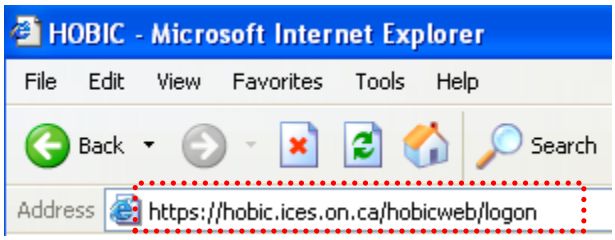
It is recommended that you use Internet Explorer version 5 or higher with 128-bit encryption. Please see your HOBIC Administrator or your information technology department to ensure that you have the correct version of Internet Explorer.

Connecting to HOBIC
You must be able to access HOBIC either over your Local Area Network (LAN) or the internet; please contact your HOBIC Administrator if you require assistance in connecting to HOBIC.

1.3 Logging on to HOBIC

1 Launch Internet Explorer

2 Type the HOBIC launch URL address: https://hobic.ices.on.ca/hobicweb/logon into the address line as shown below and press **ENTER.**



It is imperative that you do not use the browser 'forward', 'back' or 'reload' buttons to navigate as this will log off your session. All navigation buttons you will need are present on each HOBIC screen throughout the application.

3 In the **User ID** field, enter your username.

4 In the **Password** field, enter your password.

When you logon for the first time, you will be prompted to enter a new password. Passwords should be a combination of alpha and numeric values for security purposes and should be at least 6 characters in length.

5 In the **Organization ID** field, please enter your organization's ID**. If you are uncertain of this information, please contact** your HOBIC Administrator.

6 Click on **Log On**.

For security purposes, HOBIC is configured to only allow a set number of login attempts after which your account is temporarily disabled for 3.5 hours. Contact **your HOBIC administrator to enable your account and for assistance with login if required.**

1.4 Session expired

Once you are logged into HOBIC, if you do not perform an activity for a set number of minutes (as predetermined by your organization), your session will automatically end. You will receive a notice 5 minutes prior to the automatic logoff.

Microsoft Internet Explorer
TREAT Warning:
You have not performed any activity on TREAT for 25 minutes.
Your TREAT session will expire in 5 minutes if you remain idle.
OK

1.5 Logging off of HOBIC

Do NOT click the Internet Explorer close box (the "x" button in the top-right corner) to exit the application.

To log off properly, click the Logoff link in the Command Bar.

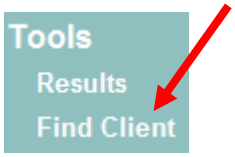
It is also imperative that you do not use the browser 'forward', 'back' or 'reload' buttons to navigate as this will log off your session. All navigation buttons you will need are present on each HOBIC screen throughout the application.

2 Searching for and viewing clients in HOBIC

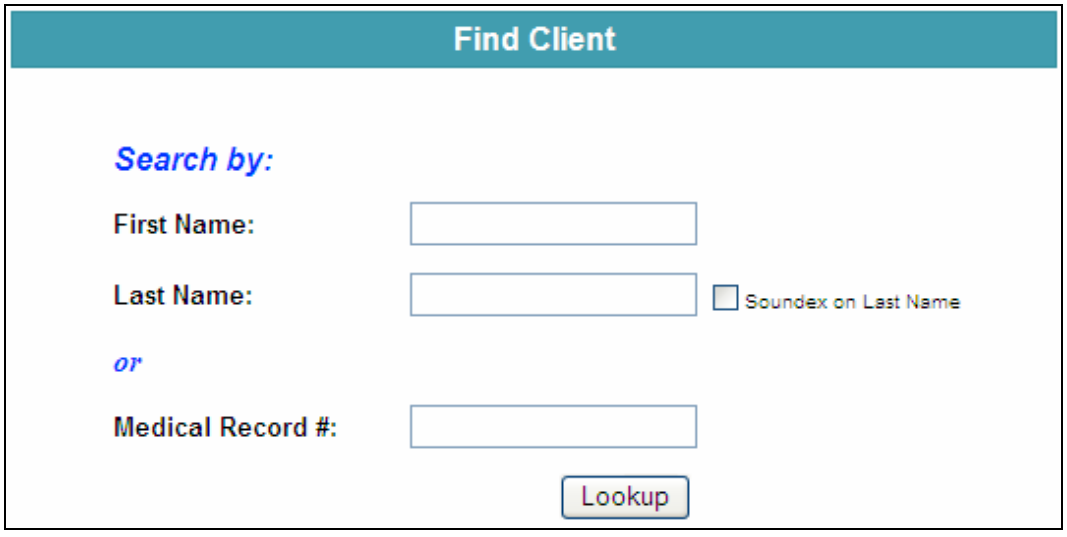
This chapter will guide you through how to search for and access client information in HOBIC. When you initially log into HOBIC, the first screen you will see is the Search Client screen. You must have a client selected before you can view client assessments.

2.1 Searching for a Client

1 If you are not already in the **Find Client** screen, click on the **Find Client** link in the **Command Bar** on the left-hand side.



After you have done this, the following screen is displayed:



2 Enter the client search information in the appropriate fields.

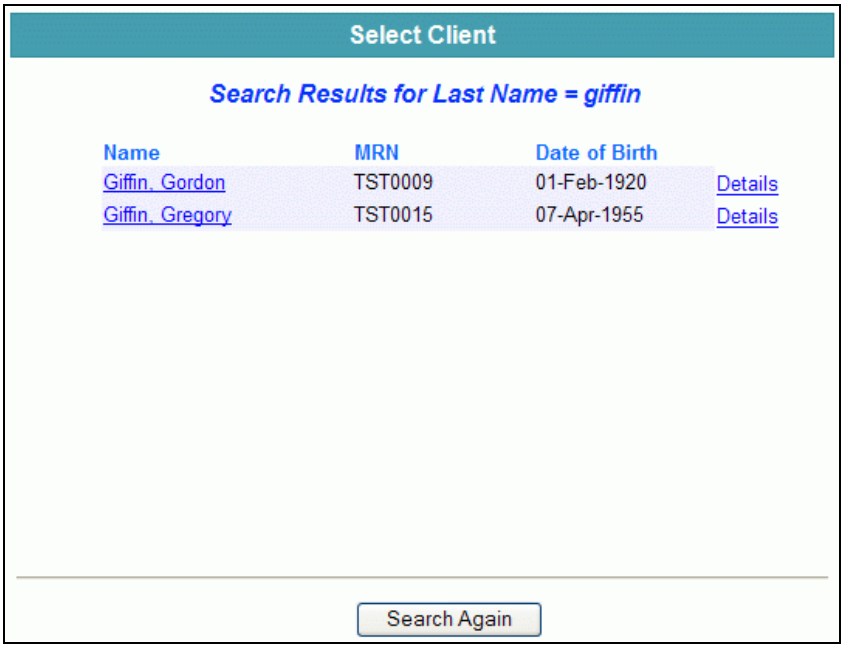
HOBIC allows you to search for a client by:

- **Last name** only (partial names not accepted)
- **First and last name**
- **Medical Record #**

Please note that some facilities use client identifiers other than Medical Record Numbers (i.e. Case Book #, Record #, etc.). Remember: HOBIC may be customized to reflect this local standard.

HOBIC has the ability to search for a client using a method called 'Soundex'. This allows you to input a name that may not be an exact match. If you select the 'Soundex on Last Name' option, HOBIC will return a list of possible matches. For example, a search for a client using the Last Name = 'wellinigto' using a Soundex search will produce a match with the client name 'Wellington'.

3 Click on Lookup.



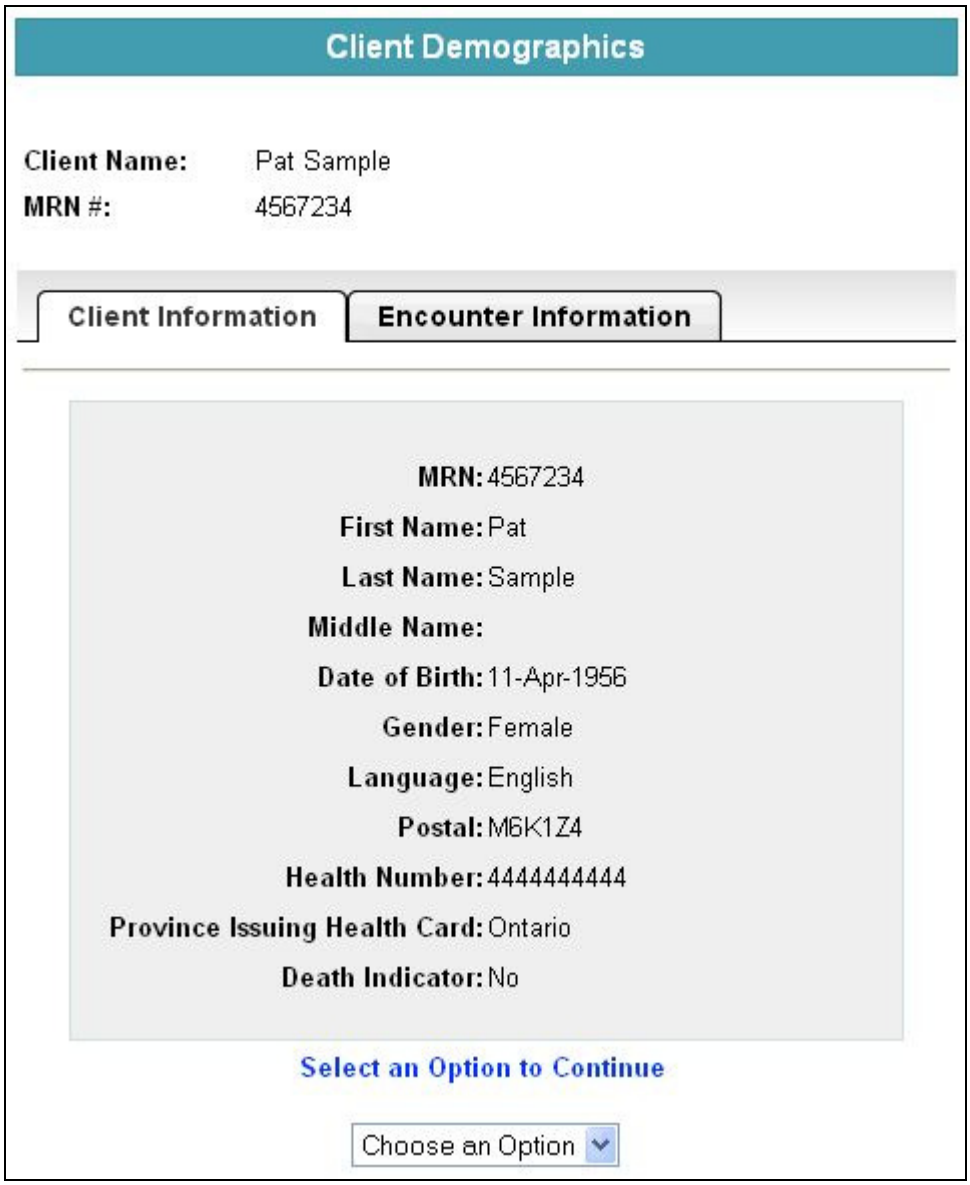
4 Click on the underlined **Name** of the client whose file you wish to view.

If you are uncertain as to which client name is correct, click on the Details link to view more detailed demographic and encounter information (see next section).

5 If your search did not return the correct name or you want to search for a different client, click Search Again.

2.2 Viewing Demographic and Encounter Details

If you click on the Details link after searching for a client, you will see a screen similar to the following:



From this screen, you can review the demographic details (under the Client Information Tab) and review the encounters or episodes of care for this client (under Encounter Information Tab) to ensure that this is the correct client.

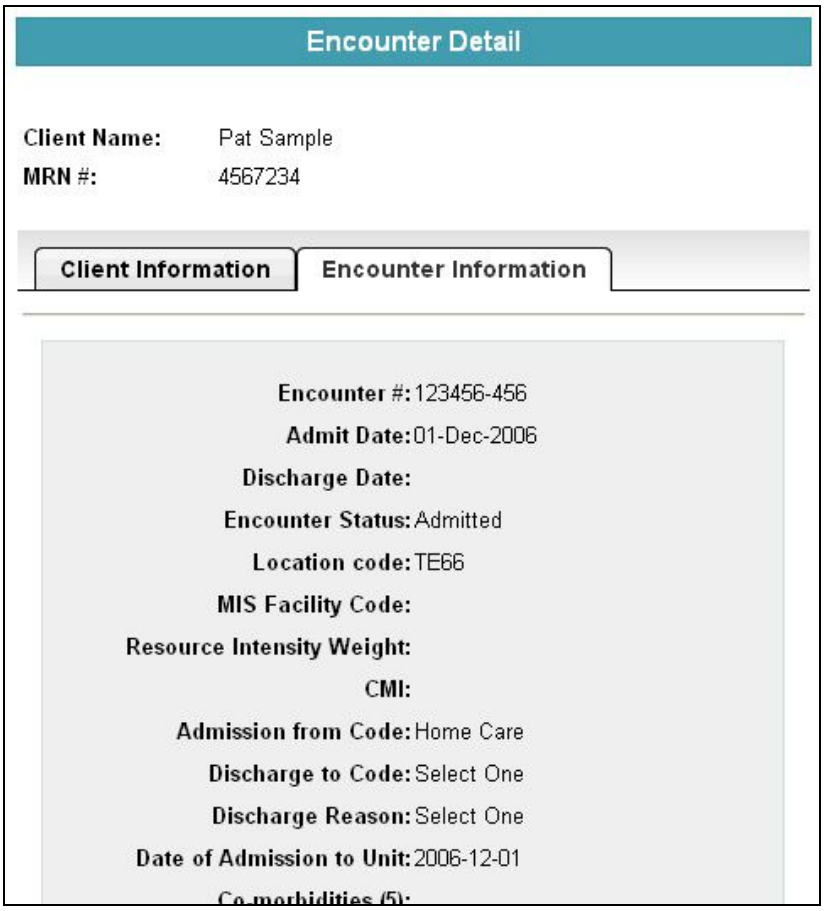
Encounter Information Tab

If you click on the Encounter Information tab, you will see the list of encounters for this client.

An encounter will include all assessments done for a client within a specified episode of care. Your own organization may use a different term for this occurrence (such as Admission), or may not use encounters at all, but in this manual it will be referred to as an Encounter.

If you wish to see more details of an encounter, click on the radio button of the encounter you wish to view.

The details of the encounter you selected will automatically be displayed.

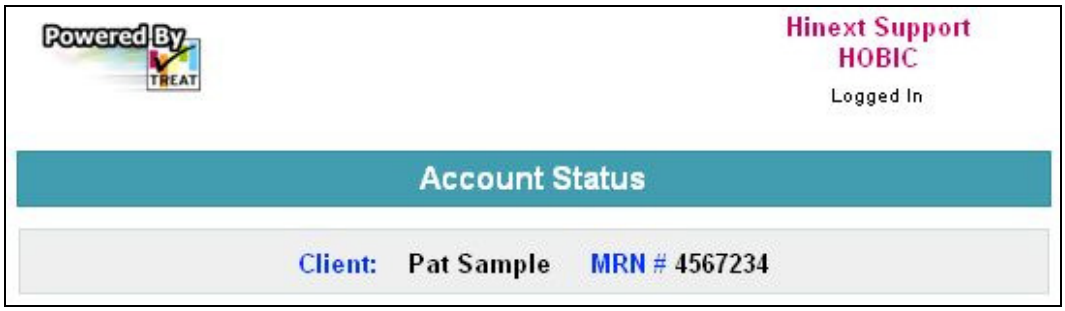


To return to the encounters listing, choose **Return** from the **Choose an Option** drop-down menu at the bottom of the screen or click on the Encounter Information tab at the top of the screen.

If this is the correct client, choose the **Select Client** option from the drop down menu at the bottom of the screen.

If this is not the correct client, choose **Search Again** from the drop down menu.

The **Client Name** will now appear in the **Client Information Bar** at the top of the **Main** screen.



Remember that if you are not able to find the client you are searching for, their information may not yet have been submitted to HOBIC from your internal ADT system.

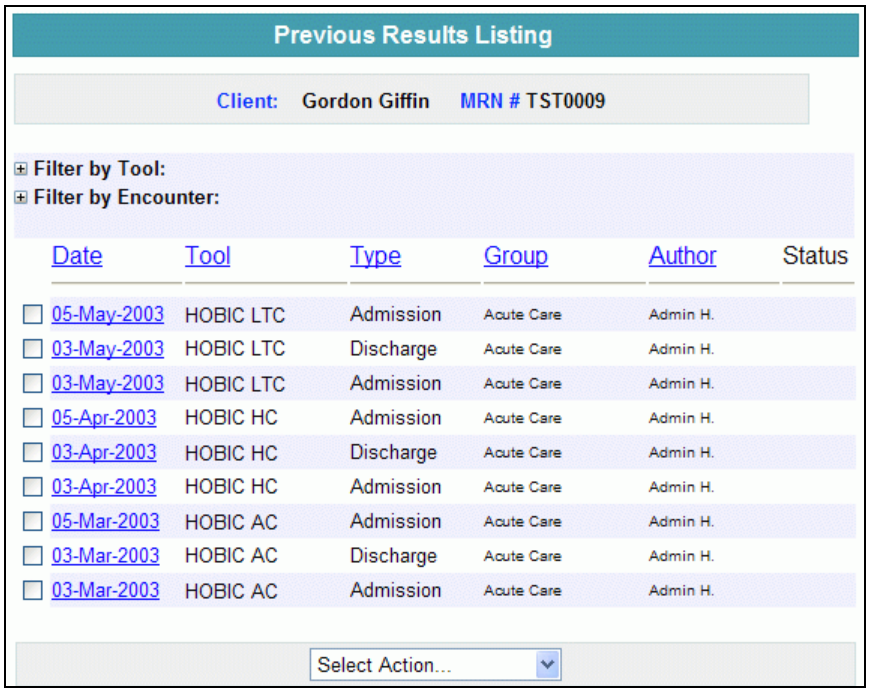
You can also view these demographic details after you have selected a client by clicking on the client's name in the **Client Information Bar** at the top of the screen.

3 Viewing Assessments in HOBIC

3.1 Listing Completed Assessments in HOBIC

Once you have selected a client, (clicked on the client's underlined name from the Find Client Screen) click on **Results** under Tools in the left-hand menu.

This will bring you to the Previous Results Listing screen.


Previous Results Listing
Client: Gordon Giffin MRN # TST0009
Filter by Tool:
Filter by Encounter:
Date Tool Type Group Author Status
05-May-2003 HOBIC LTC Admission Acute Care Admin H.
03-May-2003 HOBIC LTC Discharge Acute Care Admin H.
03-May-2003 HOBIC LTC Admission Acute Care Admin H.
05-Apr-2003 HOBIC HC Admission Acute Care Admin H.
03-Apr-2003 HOBIC HC Discharge Acute Care Admin H.
03-Apr-2003 HOBIC HC Admission Acute Care Admin H.
05-Mar-2003 HOBIC AC Admission Acute Care Admin H.
03-Mar-2003 HOBIC AC Discharge Acute Care Admin H.
03-Mar-2003 HOBIC AC Admission Acute Care Admin H.
Select Action...

All completed assessments for this client are now shown in the results listing. You can see:

- **Date** the assessment was completed.
- **Tool that was used for the assessment:** HC = home care, AC = acute care; LTC = Long Term Care or CCC = Complex Continuing Care.
- **Type** of assessment done: admission, quarterly, change in status or discharge.

- **Group** – each user in HOBIC is part of a pre-defined group (each sector – HC, AC, LTC, CCC is a different group). The group that the user who created the assessment belongs to will be listed in this column.

- **Author** indicates who performed the assessment.

- **Status** indicates the state of the assessment. This column is used for organizations that are entering HOBIC measures through the application.

3.2 Sorting completed assessments in HOBIC

When you access the **Previous Results Listing** screen, assessments are listed starting with the most recent assessment.

You may click on the column headers: Date, Tool, Type, Group and Author to sort by that parameter. Clicking the same parameter a second time will reverse the order (from A to Z, and then from Z to A).

HOBIC also provides a filtering function that allows you to further sort the list by Tool (type of assessment) Encounter, or both. You can choose these filter options in either order.

To filter assessments by tool:

1 Click on the plus sign ⊞ beside **Filter by Tool**. A drop-down menu will appear that contains only the assessments that have been conducted on this client.

2 Choose a tool and the screen will automatically refresh with only those assessments visible. To return to the listing of all tools, click on the plus sign ⊞ again and choose "All" from the top of the drop-down menu.

To filter assessments by encounter:

1 Click on the plus sign ⊞ beside **Filter by Encounter.** A drop-down menu will appear that contains the encounters associated with this client.

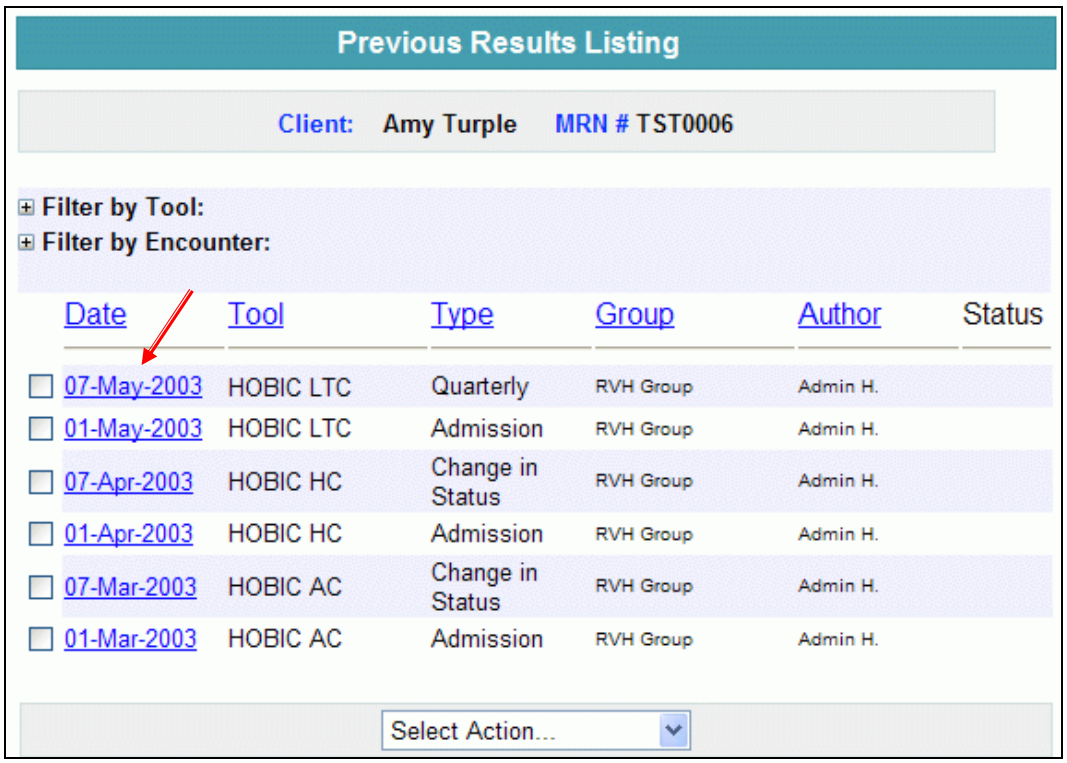
2 Choose the radio button of an encounter to view all of the assessments that were conducted on that client and associated with that encounter. To return to

a listing of all of the encounters, click on the plus sign ⊞ again and select the radio button at the top in the row titled “Select None”.

If you sort by encounter after you have sorted by tool, only those encounters that are associated with the tool selected will be displayed. If you sort by tool after you sort by encounter, only the tools that were conducted during that encounter will be displayed.

3.3 Viewing a completed assessment in HOBIC

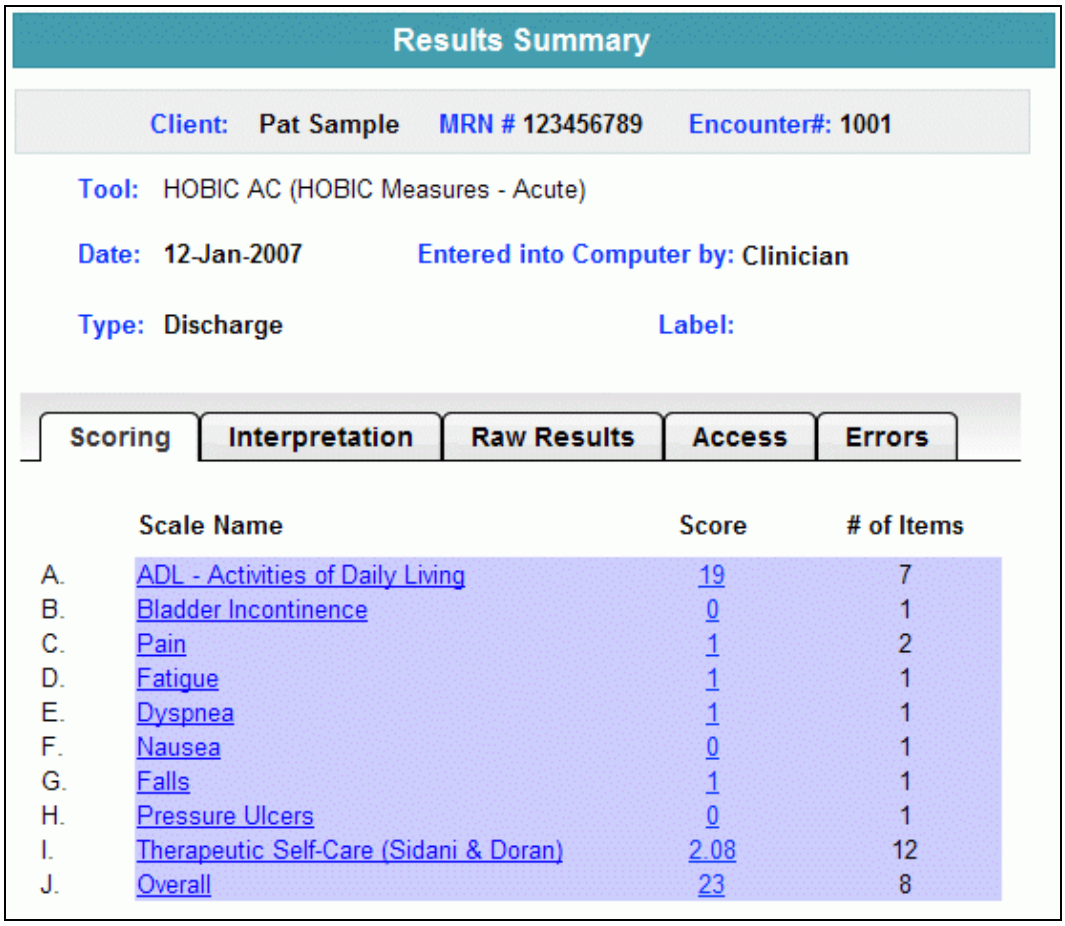
To view information within an assessment from the Previous Results Listing screen:


Previous Results Listing
Client: Amy Turple MRN # TST0006
Filter by Tool:
Filter by Encounter:
Date
Tool
Type
Group
Author
Status
07-May-2003 HOBIC LTC Quarterly RVH Group Admin H.
01-May-2003 HOBIC LTC Admission RVH Group Admin H.
07-Apr-2003 HOBIC HC Change in Status RVH Group Admin H.
01-Apr-2003 HOBIC HC Admission RVH Group Admin H.
07-Mar-2003 HOBIC AC Change in Status RVH Group Admin H.
01-Mar-2003 HOBIC AC Admission RVH Group Admin H.
Select Action...

1 Click on the underlined Date of a completed assessment.

2 This brings you to the **Results Summary** page.

3.4 Results Summary page in HOBIC



Results Summary

Client: Pat Sample MRN # 123456789 Encounter#: 1001

Tool: HOBIC AC (HOBIC Measures - Acute)

Date: 12-Jan-2007 Entered into Computer by: Clinician

Type: Discharge Label:

Scoring | Interpretation | Raw Results | Access | Errors

	Scale Name	Score	# of Items
A.	ADL - Activities of Daily Living	19	7
B.	Bladder Incontinence	0	1
C.	Pain	1	2
D.	Fatigue	1	1
E.	Dyspnea	1	1
F.	Nausea	0	1
G.	Falls	1	1
H.	Pressure Ulcers	0	1
I.	Therapeutic Self-Care (Sidani & Doran)	2.08	12
J.	Overall	23	8

The client's name and selected information appears in the **Client Information Bar** at the top of the screen. Details about the assessment appear at the top of the page (tool name, date of the assessment and type of the assessment) followed by the scales and graphs calculated from the assessment. Use the scroll bar on the right hand side of your screen to view the graphs.

There are four tabs available for most assessment tools. These tabs are: Scoring, Interpretation, Raw Results, and Access. These are described in further detail in the following sections.

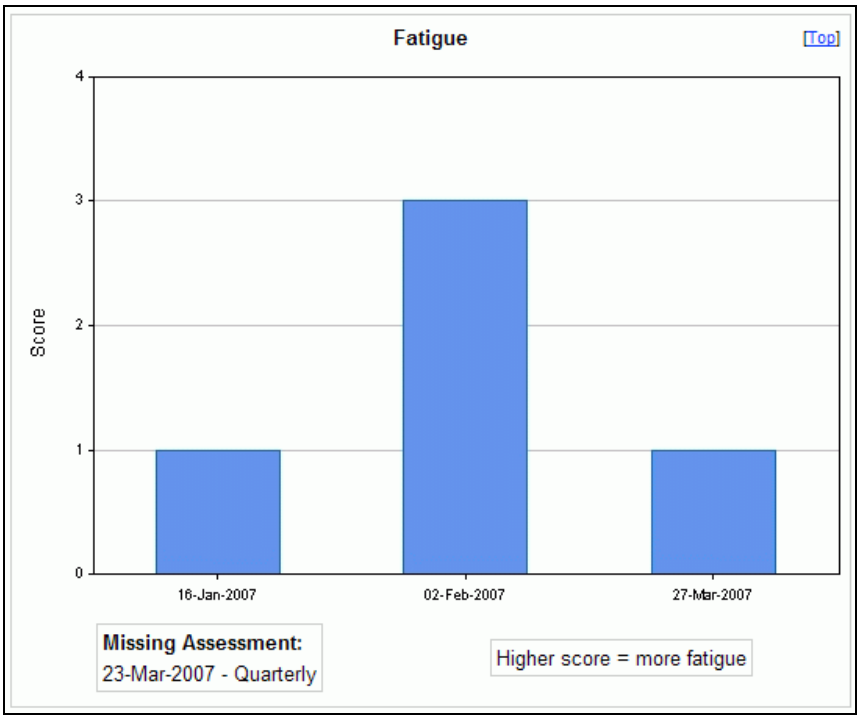
3.4.1 Scoring Tab

The score indicates the aggregate score for a particular HOBIC measure. For some measures, such as fatigue, the score is the same as the actual response. For other measures, such as ADL, the score is a composite derived by applying an algorithm to the actual or raw responses. Depending on the sector (home care, acute care, etc), different scales may be displayed.

By clicking on a particular scale, you can view the **Raw Results.**

Comparison Graphs

Also under the **Scoring** tab, beneath the scales, are the comparison graphs for this client for the current encounter. The last point on the graph is the current assessment that you are viewing.



All of the assessments in the same encounter for the previous year are also displayed on the graph to give you a history of the assessment scoring for this client.

For scales that are missing (either the question was not answered or the action in the question did not occur), that particular assessment will not appear on the graph for that scale (see Fatigue graph above). The missing assessment date will be indicated below the graph.

3.4.2 Interpretation Tab

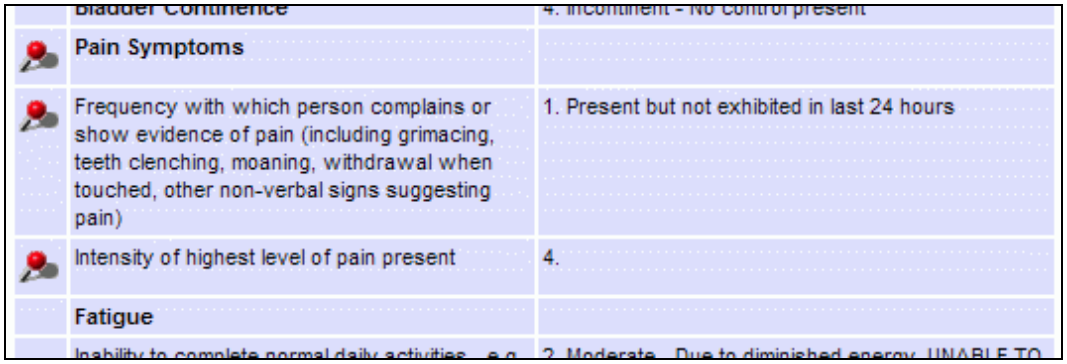
The Interpretation Tab shows the scoring methodology for the scales shown under the Scoring Tab. The scoring algorithms for each sector are different and you will see the methodology for sector of the assessment you are currently viewing. So if you are viewing an Acute Care assessment, you will see the scoring for each scale for the Acute Care sector.

3.4.3 Raw Results Tab

The Raw Results page shows the actual responses entered for the assessment.

If you clicked on a scale under the Scoring Tab, each question that is included in the scale you clicked on will be identified with a red pin beside the question ( ).

For example, if you clicked on Pain Scale under the Scoring Tab, you would see the following under **Raw Results:**



	Bladder Continence	4. Incontinent - No control present
	Pain Symptoms	
	Frequency with which person complains or show evidence of pain (including grimacing, teeth clenching, moaning, withdrawal when touched, other non-verbal signs suggesting pain)	1. Present but not exhibited in last 24 hours
	Intensity of highest level of pain present	4.
	Fatigue	
	Inability to complete normal daily activities - e.g.	2. Moderate - Due to diminished energy, UNABLE TO

3.4.4 Access

Some organizations give other affiliated organizations the ability to view results of an assessment. Currently, this option is not enabled in HOBIC.

3.4.5 Errors

Any edit rule errors will appear in the tab.

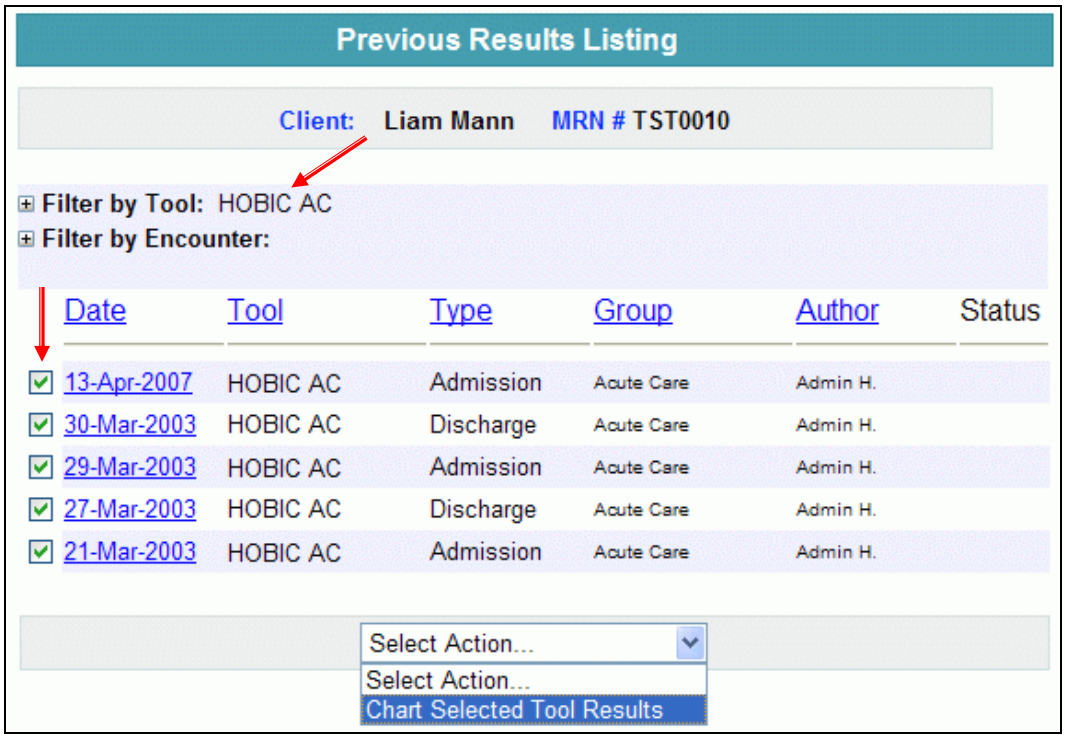
3.5 Comparison graphs across encounters

The graphs that appear under the **Scoring** tab in the **Results Summary** page only include assessments within the selected encounter.

You may also choose to view results across encounters. This can only be done within the same sector. For example: two acute care encounters, but not for an acute care encounter and a complex continuing care encounter.

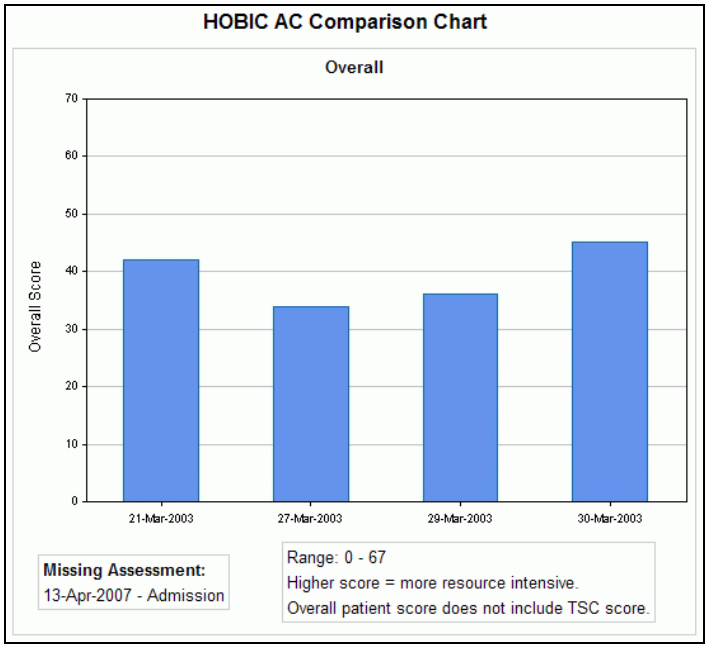
1 To graph results across multiple encounters, you must first filter the results. From the **Previous Results Listing** screen (click on **Results** in the menu on the left of the screen), select the **Filter by Tool** option and choose the tool you would like to graph.

2 From the resulting list, select the box in front of each assessment you would like to graph (you must select more than one assessment).


Previous Results Listing
Client: Liam Mann MRN # TST0010
Filter by Tool: HOBIC AC
Filter by Encounter:
Date Tool Type Group Author Status
13-Apr-2007 HOBIC AC Admission Acute Care Admin H.
30-Mar-2003 HOBIC AC Discharge Acute Care Admin H.
29-Mar-2003 HOBIC AC Admission Acute Care Admin H.
27-Mar-2003 HOBIC AC Discharge Acute Care Admin H.
21-Mar-2003 HOBIC AC Admission Acute Care Admin H.
Select Action...
Select Action...
Chart Selected Tool Results

3 With the items selected, from the Select Action drop-down menu at the bottom of the page, choose Chart Selected Tool Results.

The resulting screen shows a graph across time for the selected assessments:



4 Appendix A – Data Centre in HOBIC

4.1 How to use this appendix

Throughout the appendix, you may see some of the following icons:

	Important information. This denotes information you should pay especially close attention to.
	Manager. This indicates information that is specific to users who have been specified as managers in HOBIC.

4.2 About the Data Centre

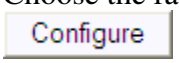
The **Data Centre** is a menu option in the left-hand menu bar in HOBIC. The **Data Centre** provides you with access to standardized HOBIC reports.

Only managers have access to run the reports in HOBIC.

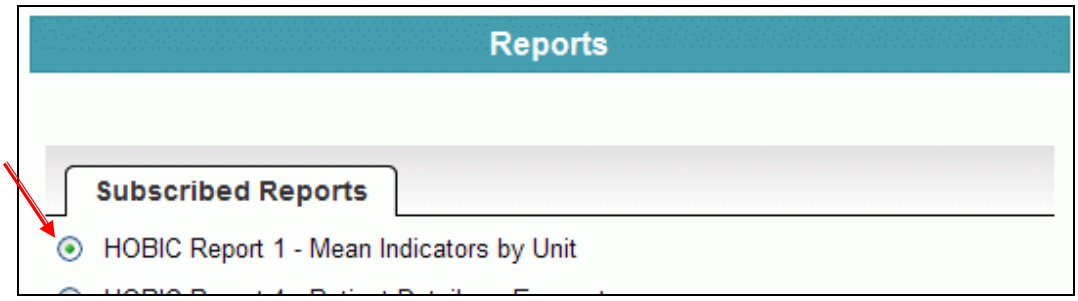
4.3 Subscribed Reports

The base HOBIC application contains seven reports. You will see these reports listed under the **Subscribed Reports** tab.

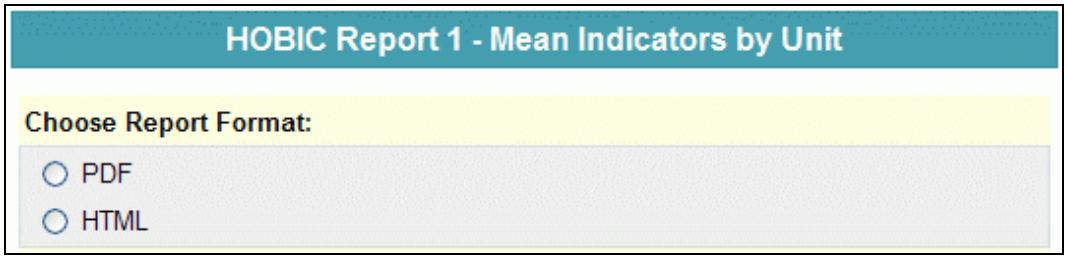
4.3.1 To run a report

1 Choose the radio button of the report you would like to run and click on 

at the bottom of the screen.



2 Depending on the setup of the report, the configuration fields for each report may vary (see **4.3.2 Report Descriptions and Configuration Options** for details). However, you will always need to choose the format you would like the report to be in:



- **PDF**: you will need Adobe Acrobat to open the file
- **HTML**: the report will open in a new browser window

3 Enter the configuration information specific to each report (see Report descriptions following this section).

4 Click on Generate Report to run the report. To cancel running the report, click on Return to go back to the Subscribed Reports page.

If you have chosen HTML as the format, a small window will pop-up indicating the Terms of Use for running a report. Please read carefully and click on **OK** if you agree to the Terms of Use. Click on **Cancel** if you do not agree.

If you agree to the Terms of Use for running a report, a new screen will open indicating that your request is being processed. After the report has been processed, it will open in this same window. You can close the window when you are done with the report.

PDF format:

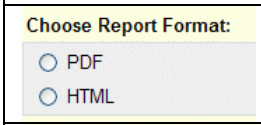
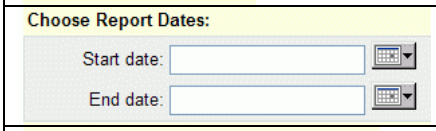
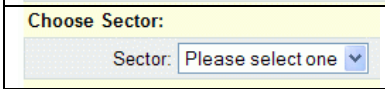
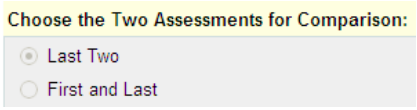
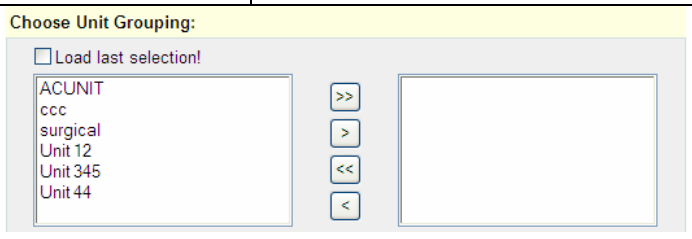
If you have chosen PDF as the format, a new screen will open indicating that your request is being processed. After the request has been processed, the PDF report will appear in the current window. You can then save the report to your computer

or print the report. When you are finished with the report, you can close the window. The report configuration page should still be open in the first window.

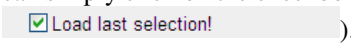
If you don't have Acrobat Reader installed you will be prompted to save the PDF file.

4.3.2 Report Descriptions and Configuration Options

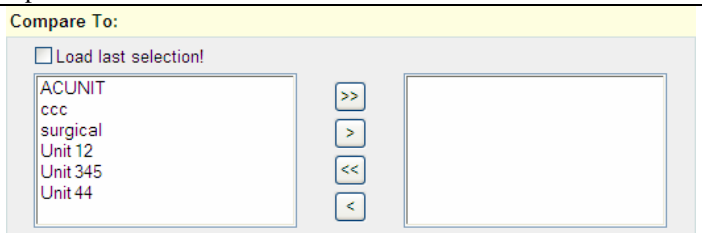
Remember that each report will have different scales and questions depending on the sector (AC, CCC, LTC, HC) chosen.

<table>
<tr><th colspan="2">Report 1 – Mean Indicators by Unit</th></tr>
<tr><td colspan="2">This report shows the aggregate average outcomes for each measure within the specified date range. An individual client must have two or more completed assessments within the same encounter for their information to be included in the aggregate average. In cases where a client has more than two assessments in the specified time period, you may select the outcome between either the two most recent results or the first and last results to be included in the report. You may compare between units or to the overall organization.</td></tr>
<tr><td> 
</td><td>Choose the report format.</td></tr>
<tr><td> 
</td><td>Only encounters with two or more assessments completed within the specified date range will be included.</td></tr>
<tr><td> 
</td><td>Only the sectors that are in your organization will be available to choose.</td></tr>
<tr><td> 
</td><td>Choose the two assessments that will be included in the report for comparison. For sectors AC and HC, 'Last Two' must be chosen and is automatically selected. For sectors CCC and LTC, you can chose either 'Last Two' or 'First and Last'. 'Last two' will include the last two assessments for each encounter. 'First and Last' will include the first and last assessments for each encounter.</td></tr>
<tr><td colspan="2"> 

Only the units that pertain to the Sector chosen above are available in the Choose Unit Grouping. You can select a single unit or multiple units. All information is grouped for the selected units.</td></tr>
</table>

Choose the unit(s) by clicking on the unit name and then clicking on [>]. You will see the unit appear in the right list; this indicates that the unit is selected. You can add all units by clicking on [>>]. Similarly, you can remove a unit from the selection by clicking on the unit name in the right list and then clicking on [<]. You can also remove all units by clicking on [<<].
Whenever you generate a report, the application will remember your last selection of units. If you would like to load your last selection of units without having to individually select each one, you can simply click on the checkbox beside 'Load last selection!' (It should look like the following: 

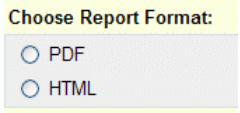
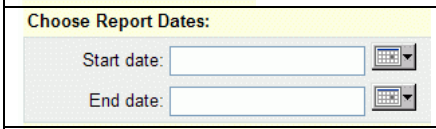
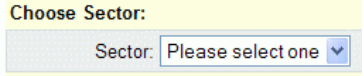
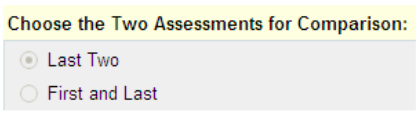
). This will automatically select the same units that you used last time you ran the report.

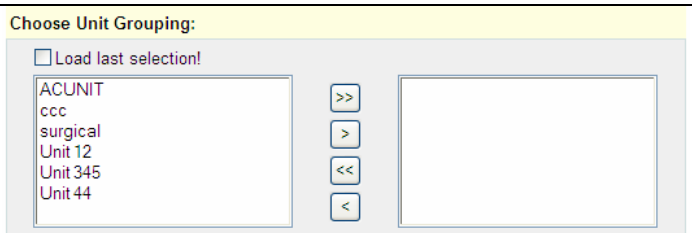


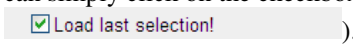
Only the units that pertain to the Sector chosen above are available in the Compared To. Choose the unit(s) to which you wish to compare your above unit selection to. The procedure is the same as above for choosing the unit grouping.

Reports 2 & 3 – Mean Indicators by Diagnosis and Age (Composite and Detail)

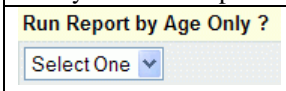
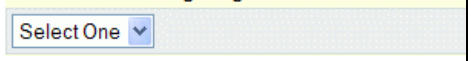
These reports show the aggregate average outcome for each measure within the specified date range, further categorized by age group and specified diagnoses. An individual client must have at least two assessments within the same encounter for their information to be included in the aggregate average.

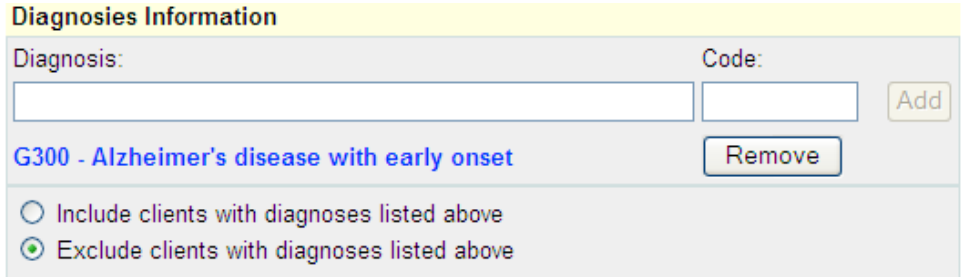
	Choose the report format.
	Only encounters with two or more assessments completed within the specified date range will be included.
	Only the sectors that are in your organization will be available to choose.
	Choose the two assessments that will be included in the report for comparison. For sectors AC and HC, 'Last Two' must be chosen and is automatically selected. For sectors CCC and LTC, you can chose either 'Last Two' or 'First and Last'. 'Last two' will include the last two assessments for each encounter. 'First and Last' will include the first and last assessments for each encounter.



Only the units that pertain to the Sector chosen above are available in the Choose Unit Grouping. You can select a single unit or multiple units. All information is grouped for the selected units. Choose the unit(s) by clicking on the unit name and then clicking on [>]. You will see the unit appear in the right list; this indicates that the unit is selected. You can add all units by clicking on [>>]. Similarly, you can remove a unit from the selection by clicking on the unit name in the right list and then clicking on [<]. You can also remove all units by clicking on [<<].
Whenever you generate a report, the application will remember your last selection of units. If you would like to load your last selection of units without having to individually select each one, you can simply click on the checkbox beside 'Load last selection!' (It should look like the following: 

). This will automatically select the same units that you used last time you ran the report.

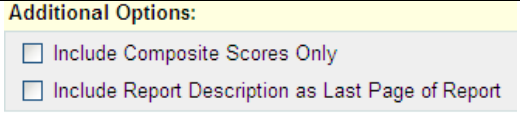
	Selecting Yes for this option allows you to run the report without further categorizing the results by diagnoses.
	Select Yes to combine all of the assessments with the entered diagnoses and display all of the data in one table.



For the Acute Care sector, the report is run using the discharge diagnosis. For the other sectors (HC, LTC, CCC), the report is run using the admission diagnosis. If your organization did not submit diagnosis information for a client, they will be excluded from the report.

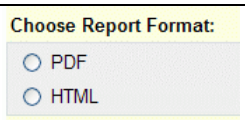
You can enter up to five (5) diagnoses to include in the report. You can search by either diagnosis test or the ICD-10 code. Once you have selected a diagnosis, click on Add to include it in the report. You can click on the Remove button beside each diagnosis to remove it from the report.

You must also indicate whether you want the report to Include or Exclude clients with the selected diagnosis by selecting the corresponding radio button.

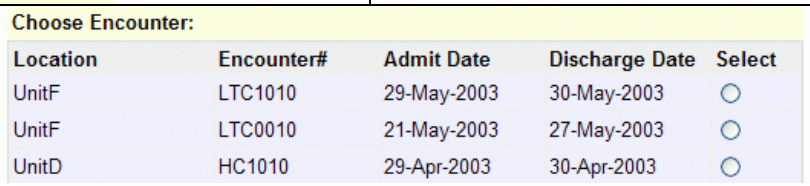
	If you would like the report to just include composite scores, check the Include Composite Scores Only box. If this box is not checked, the report will include all HOBIC measures as well as the composite scores. You may also print a copy of the report description.

Report 4 – Client Detail per Encounter

This report shows the change of a single patient for their two most recent assessments in the chosen encounter. You must have a patient selected before this report can be run.



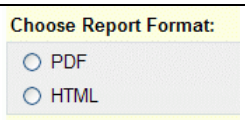
Choose the report format.



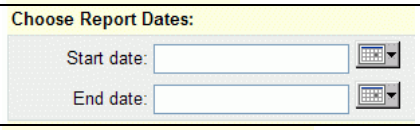
Choose the encounter from which to view the most previous two assessments.

Report 5 – Percentages per Question on Admission/Discharge

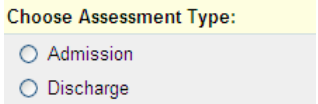
For each question in the HOBIC measures, this report shows the number of clients that received each potential response option within the specified date range. For example: For the bladder continence measure you would see the number of clients that scored a 0, 1, 2, 3, 4, 5, 6, 8 and not answered. For the Fatigue measure, the report will show the number of clients with a score of 0, 1, 2, 3, 4 and not answered. You select whether the report is run for Admission or Discharge scores.



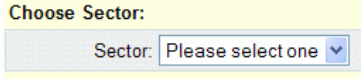
Choose the report format.



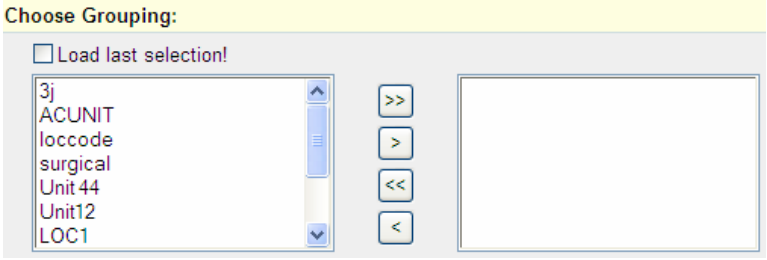
Only assessments completed within these dates will be included in the report.

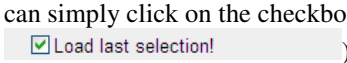


Choose the assessment type to be included in the report.



Only the sectors that are in your organization will be available to choose.

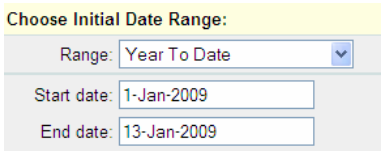
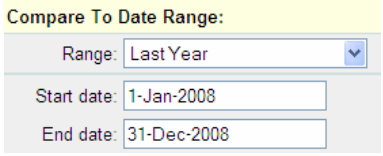
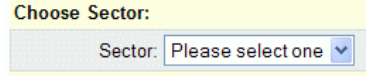


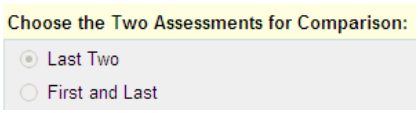
Only the units that pertain to the Sector chosen above are available in the Choose Grouping. For this report, you can select a single unit or multiple units All information is grouped for the selected units. Choose the unit(s) by clicking on the unit name and then clicking on >. You will see the unit appear in the right list; this indicates that the unit is selected. You can add all units by clicking on >>. Similarly, you can remove a unit from the selection by clicking on the unit name in the right list and then clicking on <. You can also remove all units by clicking on <<. Whenever you generate a report, the application will remember your last selection of units. If you would like to load your last selection of units without having to individually select each one, you can simply click on the checkbox beside 'Load last selection!' (It should look like the following: 

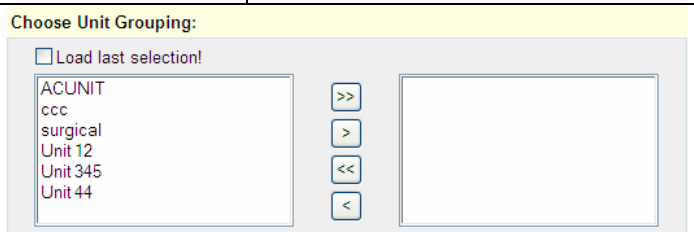
). This will automatically select the same units that you used last time you ran the report.

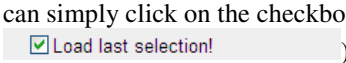
Report 6 – Mean Indicators Over Time

This report allows users to compare outcomes information for the HOBIC mean indicators for a single unit or multiple units over time. For example, the user may compare outcomes for all medical units this month to last month, one year to another, etc.

	Choose the report format.
	Only encounters with two or more assessments completed within the specified date range will be included. Select the Initial Date Range (Year To Date, Quarter To Date, Month To Date, or Custom Period). If you select Custom Period, you will need to manually set the date ranges by clicking on . If you select any other option, the date ranges will automatically complete themselves.
	Only encounters with two or more assessments completed within the specified date range will be included. Select the date range that will be compared to (Last Year, Last Quarter, Last Month, Custom Period, or Prior Year Period). If you select Custom Period, you will need to manually set the date ranges by clicking on .
	Only the sectors that are in your organization will be available to choose.

	Choose the two assessments that will be included in the report for comparison. For sectors AC and HC, 'Last Two' must be chosen and is automatically selected. For sectors CCC and LTC, you can chose either 'Last Two' or 'First and Last'. 'Last two' will include the last two assessments for each encounter. 'First and Last' will include the first and last assessments for each encounter.

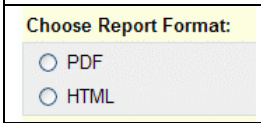
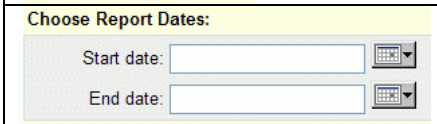
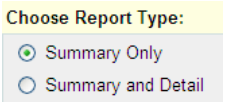


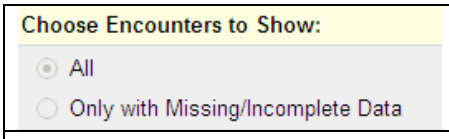
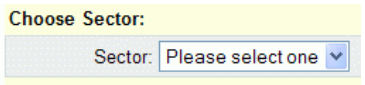
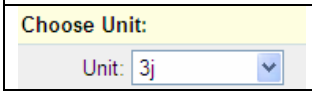
Only the units that pertain to the Sector chosen above are available in the Choose Unit Grouping. You can select a single unit or multiple units. All information is grouped for the selected units. Choose the unit(s) by clicking on the unit name and then clicking on [>]. You will see the unit appear in the right list; this indicates that the unit is selected. You can add all units by clicking on [>>]. Similarly, you can remove a unit from the selection by clicking on the unit name in the right list and then clicking on [<]. You can also remove all units by clicking on [<<].
Whenever you generate a report, the application will remember your last selection of units. If you would like to load your last selection of units without having to individually select each one, you can simply click on the checkbox beside 'Load last selection!' (It should look like the following: 

). This will automatically select the same units that you used last time you ran the report.

Report 7 – Submission Report

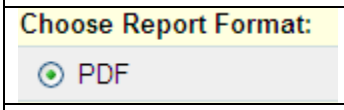
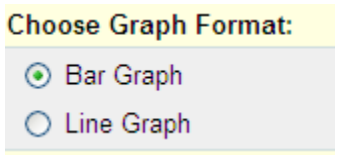
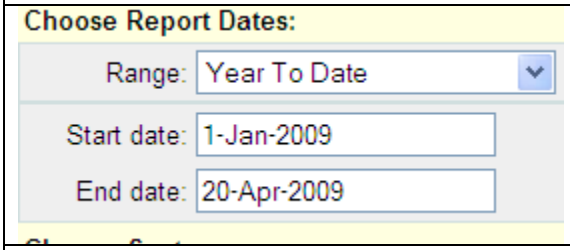
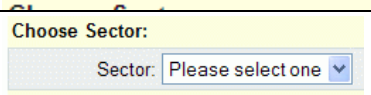
The summary section of this report indicates the number of Admission-Discharge-Transfer events the HOBIC database has received for the specified unit and time period. The report also indicates whether a HOBIC assessment was received for that event, and if so, whether all measures were answered. For those HOBIC assessments that were received but not complete (contained measures with missing answers) the summary also provides detail on which information was missing information.

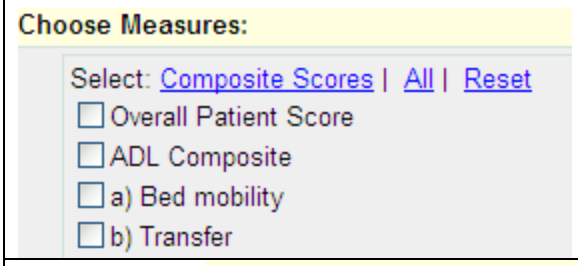
	Choose the report format.
	Only submissions within these dates will be included in the report.
	Choose the report type. 'Summary Only' will only show the submission report summary table in the report. 'Summary and Detail' will show additional specific assessment information for each assessment in the report.

	If you chose Report Type "Summary and Detail" above, you must also indicate whether the detail data should include all encounters or just the encounters with missing or incomplete HOBIC assessments.
	Only the sectors that are in your organization will be available to choose. The AC sector's detail report is formatted differently than that of CCC, HC, and LTC.
	Only units pertaining to the chosen sector are shown. You can only select one unit at a time for this report.

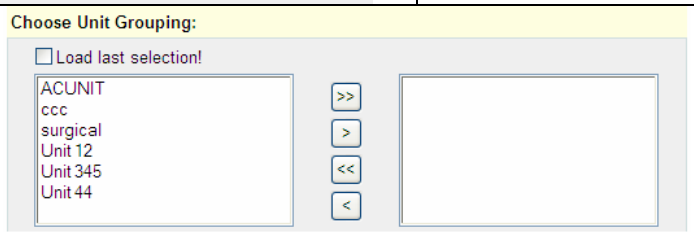
Report 8 – Graphing Report

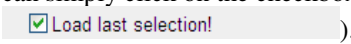
The graphing report allows you to graph HOBIC outcomes over a 12 month period. You are able to select the measures that you want to graph, define the age groups and diagnosis to include.

	This report is only available in PDF format.
	Select the type of graph you would like to view.
	Only submissions within these dates will be included in the report. The date range cannot exceed 12 months.
	Only the sectors that are in your organization will be available to choose.

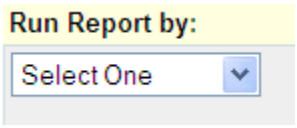


Once you have selected a sector above, the list of HOBIC measures for that sector are displayed. You may select any or all of the measures to graph. Each measure is presented on a separate graph.

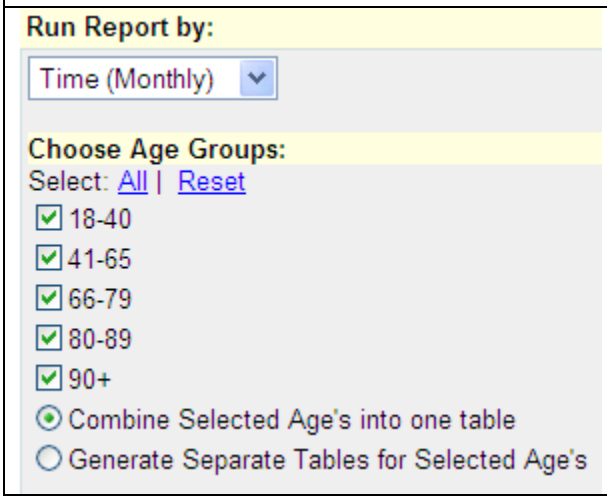


Only the units that pertain to the Sector chosen above are available in the Choose Unit Grouping. You can select a single unit or multiple units. All information is grouped for the selected units. Choose the unit(s) by clicking on the unit name and then clicking on [>]. You will see the unit appear in the right list; this indicates that the unit is selected. You can add all units by clicking on [>>]. Similarly, you can remove a unit from the selection by clicking on the unit name in the right list and then clicking on [<]. You can also remove all units by clicking on [<<].
Whenever you generate a report, the application will remember your last selection of units. If you would like to load your last selection of units without having to individually select each one, you can simply click on the checkbox beside 'Load last selection!' (It should look like the following: 

). This will automatically select the same units that you used last time you ran the report.

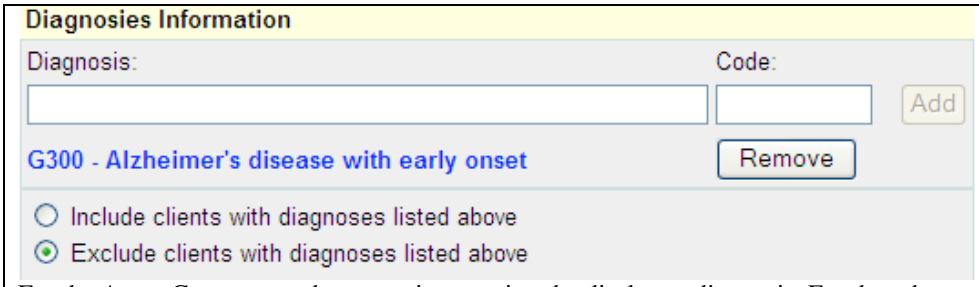


Select the interval for the X axis. You can run the report by time intervals (monthly or quarterly) or by age categories.



If you selected to run the report by a time interval (monthly or quarterly), you will be prompted to select which age groups you want to include in your report. The default value is all ages.

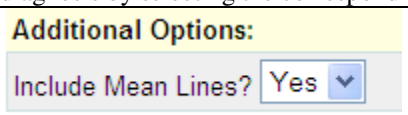
You may also elect to include the desired age groups in one graph or to generate separate graphs for each age group.



For the Acute Care sector, the report is run using the discharge diagnosis. For the other sectors (HC, LTC, CCC), the report is run using the admission diagnosis. If your organization did not submit diagnosis information for a client, they will be excluded from the report.

You can enter up to five (5) diagnoses to include in the report. You can search by either diagnosis test or the ICD-10 code. Once you have selected a diagnosis, click on Add to include it in the report. You can click on the Remove button beside each diagnosis to remove it from the report.

You must also indicate whether you want the report to Include or Exclude clients with the selected diagnosis by selecting the corresponding radio button.

	Allow you to indicate whether the graph should include a mean line.

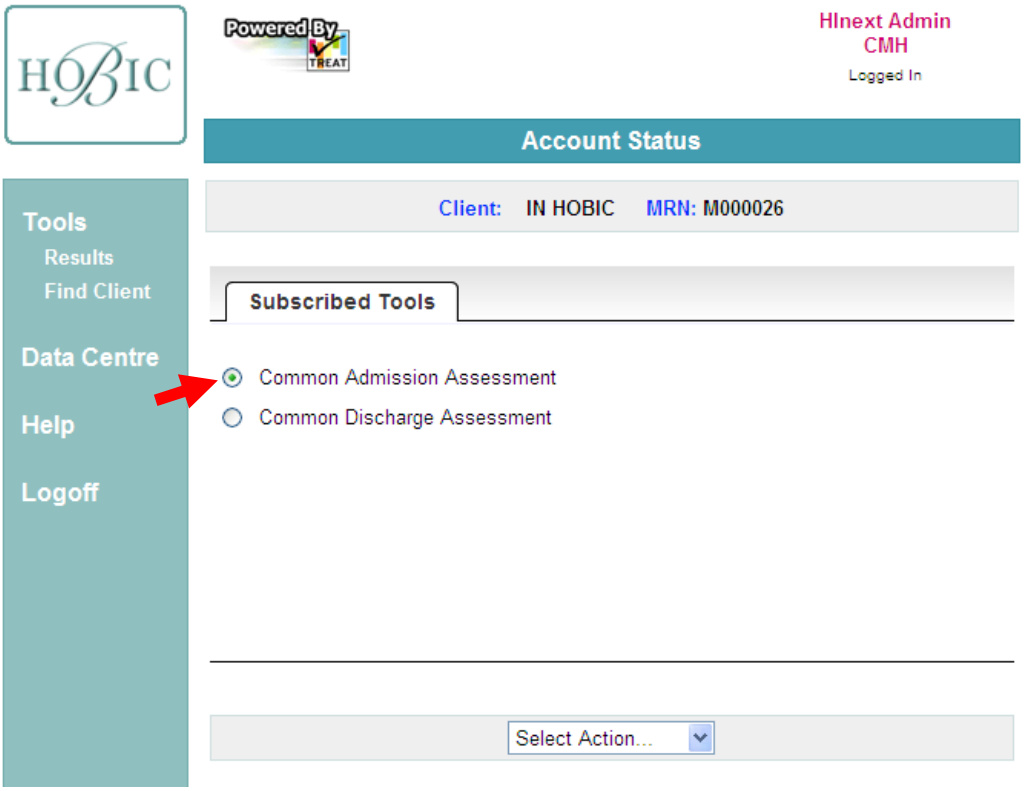
5 Appendix B – Data Entry in HOBIC

This chapter will assist you in learning how to conduct an assessment in HOBIC. The process of accessing a client or conducting an assessment is the same regardless of the assessment tool that you wish to use.

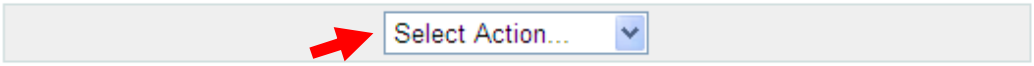
5.1 Selecting an Assessment Tool

Once you have selected a client, (clicked on the client's underlined name from the Find Client Screen) click on **Tools** in the left-hand menu.

This will display the list of Subscribed Tools or Assessments.



You will now have the choice to select either the Admission or Discharge assessment. Once you have clicked the desired radio button, click on:

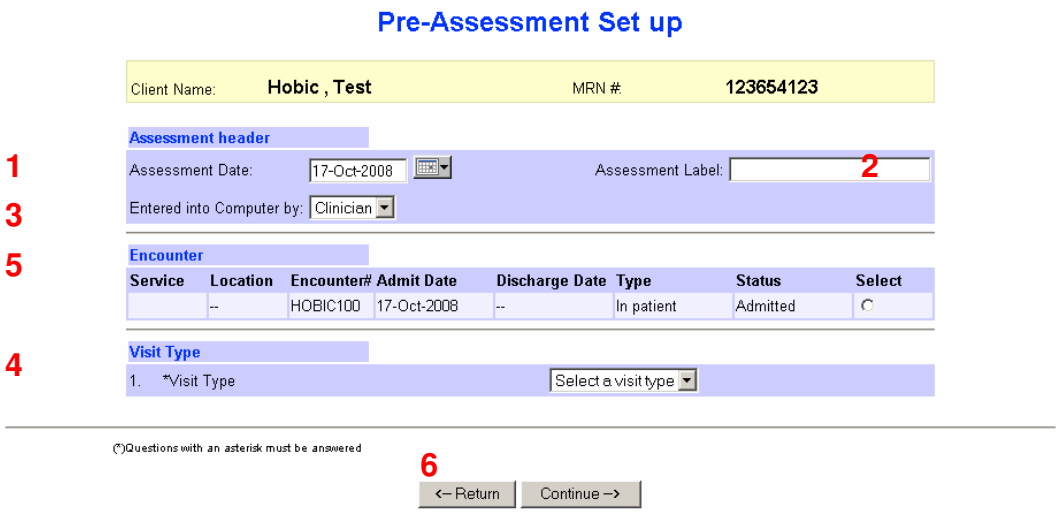


And choose Assess Client from the pull down menu.

The client's name and Client # will be displayed in the **Client Information Bar** at the top of the page. An assessment tool will be selected for this client.

5.2 Pre-Assessment Set Up

The Pre-Assessment Set Up screen is the first stage in completing the assessment in HOBIC.



1 **Assessment Date**: a text field that is automatically populated with the current date for most assessments.

2 **Assessment Label**: a text field to give the assessment a label if needed or desired. This field is not mandatory.

3 **Entered into Computer By**: a drop-down list of who is entering the assessment.

4 **Visit Type**: a drop-down list of the type of visit.

5 **Encounter**: this lists all the encounters the client has logged in the system.

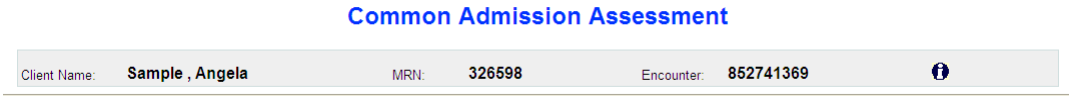
6 **Return and Continue**: two navigational buttons.

After entering all of the information, click on at the bottom of the page. If there are required fields that you did not fill out, an error message will appear indicating what information you still need to enter.

To cancel this assessment and go back to the Assessment Tool listing, click on at the bottom of the page.

5.3 Assessment Screen

The assessment screens for both admission and discharge have the same basic format: the name of the assessment tool appears at the top of the screen. Next are the client's **Name, MRN and Encounter Number.** Clicking on the ( ) will return you to the pre-assessment screen.

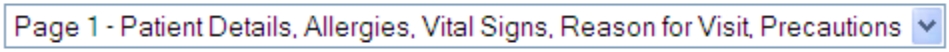


5.3.1 Navigation between pages in the assessment

There are several ways to navigate throughout an assessment once it has begun.

DO NOT USE the 'forward', 'back' or 'reload' browser buttons to navigate through the assessment. This may cause a loss of data or a recording of incorrect data for the assessment.

At the top of the page there is a Drop Down Menu that allows you to jump between pages in the assessment. A brief description of each page is provided.



At the bottom of each page of the assessment are the HOBIC navigation buttons:

The **Save & Resume** button will allow you to save any responses you have entered so far (on the current page as well as any previous pages) and come back to the assessment at a later time.

The **Cancel** button will return you to the assessment tool listing page. **If this is a new assessment, all of the responses you entered into the assessment tool will be discarded (including pre-assessment information). If you are editing a previously started assessment, all the changes that you have entered since the last time the assessment was saved or submitted will be discarded.**

At any point during the assessment, you can click on the **Submit for Scoring** button. This will either submit the assessment (if all mandatory fields have been completed) or it will take you to the Summary page where missing mandatory elements will be listed. Once you Submit an assessment you cannot re-open it without manager approval.

There will be a right-hand facing arrow on the first and subsequent pages to go to the next page.

After the first page, there will be left-hand facing arrow to return to the previous page.

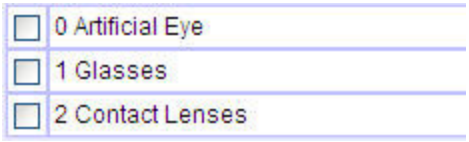
All of your responses that you have entered on each page will be saved as you navigate between sections using either the drop-down at the top of the page, or the left and right arrow buttons at the bottom.

5.3.2 Question types in the assessment

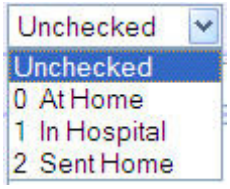
The questions appear on the left-hand side of the screen and the possible responses on the right-hand side. Depending on the question, the response options can appear in several formats:

a) Free text – these are sections on the form that are open text areas that allow you to enter text. These fields will all have a maximum number of characters that you can enter in the form. Once you have reached this maximum, you cannot add any more characters to the field. There are two types: text fields and text areas. Text fields are one line only (see “Sent Home With” below). Text areas are multiple lines (see “Comments” below.

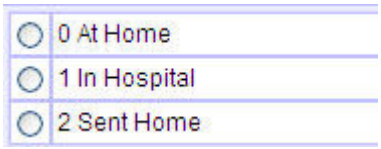
b) Checkboxes – are separately listed options that have clickable squares beside them. To choose a value, click on the circle or the word of the response that you want. You can choose MULTIPLE responses for a question of this type.



c) Drop-down menus – these are boxes with a downward-facing arrow on the right hand side. If you click on this box, the menu will expand so you can see the options for that question. Click on the response you want, or you can enter the number value of the response you want (for example, to choose "In Hospital" in the example below, you can press "1" on your keyboard). You can only choose ONE response for a question of this type.



d) Radio buttons – are separately listed options that have clickable circles beside them. To choose a value, click on the circle or the word of the response that you want. You can only choose ONE response for a question of this type.



In the Common Assessment form, you have the ability to choose between viewing questions that only allow one response (c or d above) as either drop-down menus or radio buttons. The default choice is to view questions as Radio buttons. If you choose to view as Drop-down menus, then all pages you view will have drop-down menus instead of radio buttons for those questions that have that type of response option.

5.3.3 Navigation between fields in the assessment

There are several ways to navigate between fields in an assessment:

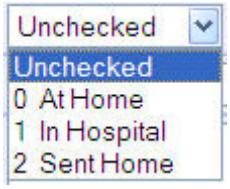
1) MOUSE: You can use your **mouse** to select any field.

2) KEYBOARD: You can use various keys on your keyboard to navigate throughout the questions and select the options. The TAB key will move you to the next question on the form from the current question you are on, providing the next question is not a question with checkboxes. Depending on the type of question you are on (see section above 3.3.2 Question types in the assessment), you have various options to input your option.

   a) Free text - simply start typing in the field. Pressing **TAB** at any point will move your cursor to the next question.

   b) Checkboxes – if you are on a question with checkboxes as options, pressing the **TAB** key will move the cursor through all of the checkboxes. If you want to select the option, press **Spacebar** on your keyboard. To de-select a response press the spacebar again. If you are on the last response option, pressing **TAB** will move your cursor to the next question.

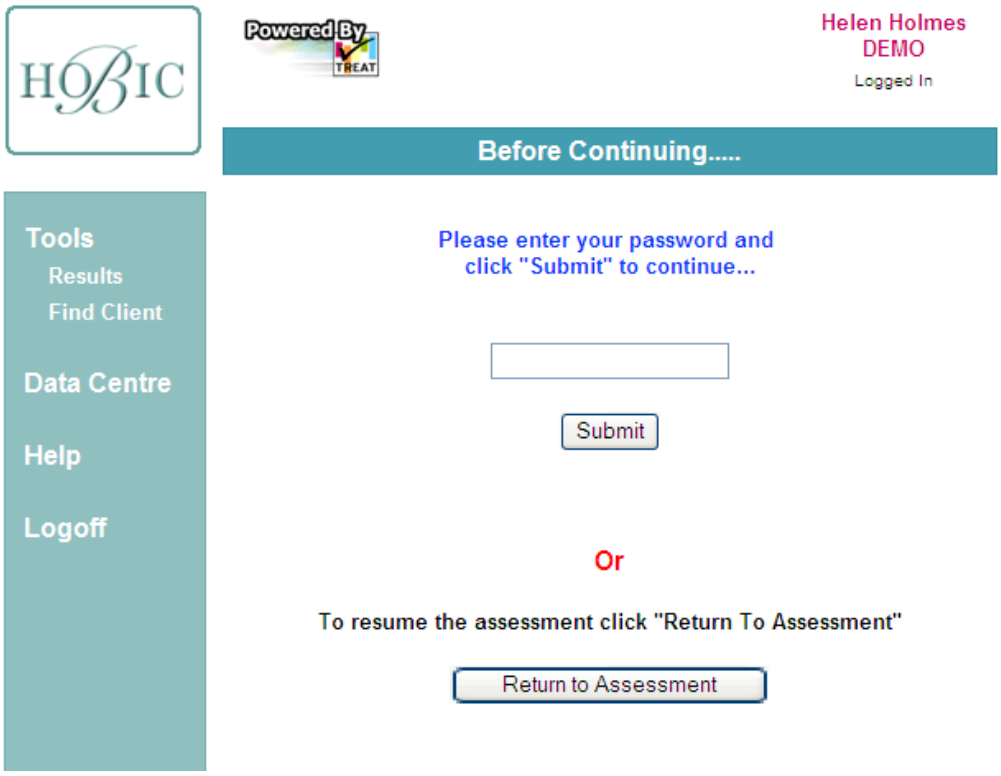
   c) Drop-down menus – if you have chosen to view questions as drop-down menus instead of radio buttons, you can **TAB** to the field and then press the number of the option that you want to select. In the example below, you can press "1" on your keyboard to select "In Hospital". Pressing **TAB** at any point will move your cursor to the next question.



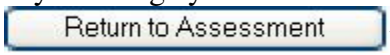
   d) Radio buttons – if you have chosen to view questions as radio buttons, you can use the up and down arrow keys on your keyboard and the space bar to select the value that your cursor is currently on. Pressing **TAB** at any point will move your cursor to the next question.

5.3.4 Confirming navigation choices

Clicking on any of the above buttons: **Save & Resume**, **Cancel** or **Submit for Scoring** (only when the assessment is complete) will bring you to a confirmation screen.



You will be prompted to confirm your choice by clicking on **Submit**.

If you change your mind and want to return to the assessment, you can click on the 

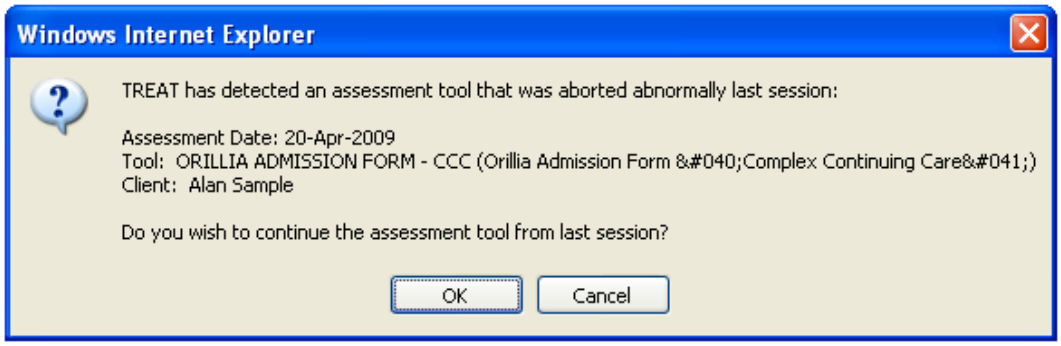
button and you will be taken back to the previous page.

5.4 Interrupted assessment

Once you have started the assessment tool and submitted at least one page, HOBIC will automatically background save your data when the following incidents occur:

- power failure
- your computer freezes
- the browser window with the assessment tool is accidentally closed
- your session expires

When you log back in, you will see the following screen. If you click **OK**, you will be returned to the page you were working when the incident happened with the responses you entered still there. If you click **Cancel** at this point, it is equivalent to clicking **Cancel** during an assessment. No data from the assessment will be saved.

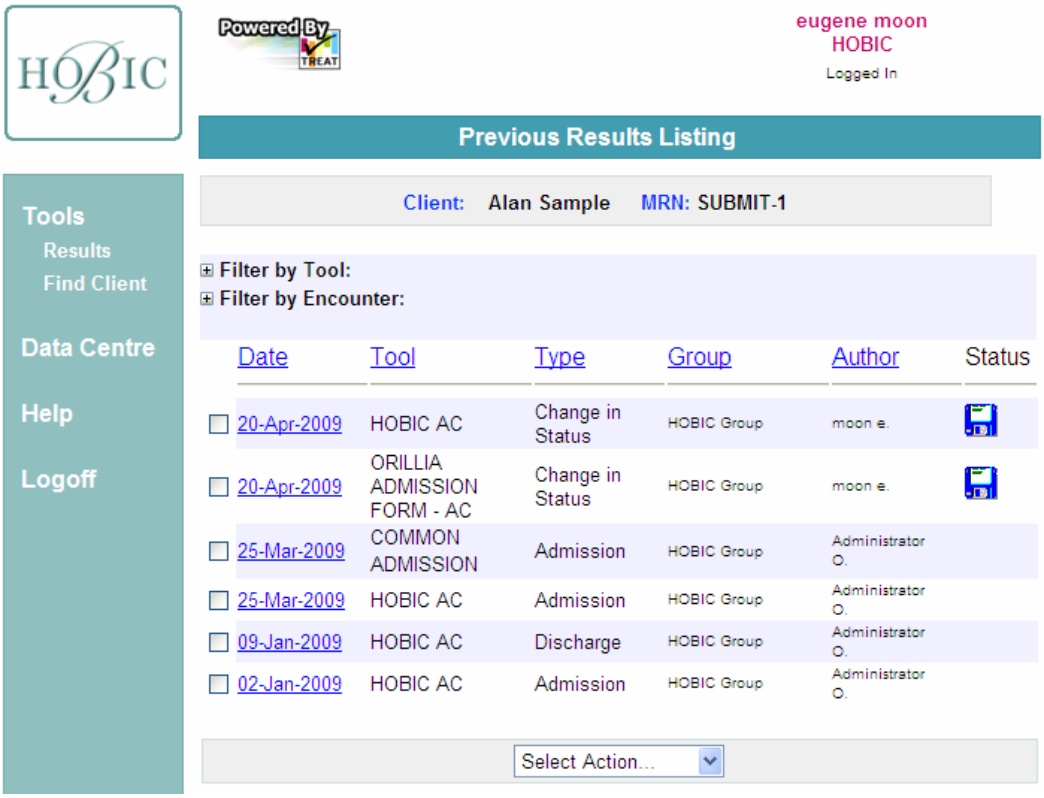

Windows Internet Explorer
TREAT has detected an assessment tool that was aborted abnormally last session:
Assessment Date: 20-Apr-2009
Tool: ORILLIA ADMISSION FORM - CCC (Orillia Admission Form (Complex Continuing Care))
Client: Alan Sample
Do you wish to continue the assessment tool from last session?
OK
Cancel

If you want to save the assessment, but don't want to continue it at that point, click on **OK**, and then when the assessment appears, click on **Save & Resume** to save the assessment to return to a later date.

5.5 Continuing a saved assessment

If you have saved an assessment in HOBIC before it has been completed, you can return to it at any point to complete it.

1) Click on **Results** under **Tools** on the left-hand side.



2) Assessments that were saved before they were completed are indicated by a under the Status column. To return to an assessment, click on its underlined **Date**. The assessment will now open up to the last page you were on and you can continue working on it.

The **Previous Results Listing** screen is described further in **Chapter 3 Viewing Assessments in HOBIC**.